Application

DOCUMENT VIEWER | APPLICATION PACKET | QUESTION LIST

Due by 03/01/2024 11:59 PM CST.

Fields with an asterisk (*) are required.

Criteria

Are you requesting funding in any of these categories?*

(These items are ineligible for funding through the WKCF.)

- Grants to individuals
- Capital campaigns
- Medical research
- Internal studies or research (i.e. Studies conducted by the applicant organization are not eligible. Studies conducted by a third-party for the applicant, such as impact studies, or a study to help form a strategic plan, are eligible.)
- Educational scholarships or fellowships
- Membership fees
- Ticket sales for fund-raising efforts
- Religious organizations for religious purposes
- Capital debt reduction, including construction or real estate loan payments
- Political lobbying, advocacy, or legislative activities
- Endowment establishment or enhancement
- Umbrella funding of organizations that would distribute requested funds at their own discretion
- Give-away items for prizes/incentives
- Projects that discriminate on the basis of race, color, national origin, gender, age, physical ability, sexual orientation or identity, or political preference

○ Yes
◉ No

Is your organization a 501(c)3 entity?*

The Western Kansas Community Foundation can make grants to organizations with tax-exempt status under section 501(c)3 of the Internal Revenue Service Code, as well as churches, schools, and governmental entities. Please select the response below that best describes your organization:

We have been designated as a 501(c)3 entity by the IRS.

Organization Information

Organization Mission Statement

The mission of the Western Kansas Community Foundation is "Enriching Western Kansas life through philanthropy, leadership, and collaboration."

358 characters left of 500

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

(Example Application) Jumpstart

Amount Requested*

$ 5,000.00

Total Project Budget*

$ 25,600.00

Project Start Date

05/01/2024

Project Completion Date

**Please note: Regardless of the anticipated project completion date, WKCF grant funding is restricted to a one-year timeframe from the application due date.*

05/01/2025

Briefly describe your agency/organization's purpose:*

The Western Kansas Community Foundation (WKCF) was established to enrich Western Kansas life through the stewardship of charitable donations. WKCF serves nonprofits from 15 counties in Southwest Kansas through a competitive grant process, as well as providing grants to various nonprofit agencies across the United States through donor directed grants. The Foundation also awards several scholarships each year to students from Southwest Kansas. The work of the Foundation is governed by a volunteer board of directors, who love, live and work in this corner of the state. This local connection means the Foundation is able to see the needs of the region firsthand, which helps connect programs and charities with the donors who care about those causes.

245 characters left of 1,000

Project Description*

Please describe the equipment, project, or event for which you are seeking funding specific to this application.

This program seeks to address findings from a needs assessment initially conducted in the summer of 2019, reconducted on an annual basis since that time, in collaboration with Bonterra (through their subsidiary, Network for Good, NFG) and the Finnup Foundation. The key finding of the assessment was that Western Kansas nonprofits struggle to maintain a healthy mix of community-based support, raising only 2%-7% of their annual budget from individual donors, and relying too heavily on grants and single-source revenue streams. While many organizations need help, it takes "capacity to build capacity." As such, organizations were identified that showed a readiness to increase their effectiveness by building on a history of at least $15,000 raised from individual donors, with at least one full time staff member.

Through the partnership, WKCF has the opportunity to sponsor any of the participating nonprofits in a 12-month fundraising coaching program called Jumpstart. Through Jumpstart, nonprofits are paired with coaches who are able to address their organization's specific fundraising needs. The agencies and coaches work together to create a plan for the nonprofit to capitalize on their fundraising opportunities. Participants gain access to a donor management system, which according to results of the needs assessment, few agencies currently utilize. Throughout the process, the nonprofit's progress is evaluated by Bonterra, providing regular check-ins with the sponsoring Community Foundation. We seek to collaborate with the Finnup Foundation, who will sponsor additional nonprofits to participate.

If the data contained in the report is acted upon, not only does Western Kansas Community Foundation have an opportunity to mitigate many of the immediate, financial threats to local nonprofit impact, it will create a significant return on investment, an average of $5 to every $1 invested, far above the impact created by a contribution to direct program expenses.

216 characters left of 2,200

Focus Area*

Select the focus area this program addresses.

Community Development

Population Served*

Please provide a description of the target population, and number of those who this project will serve.

The population served by this program would be any four (4) entities that participate in the upcoming nonprofit needs assessment. By association, through the selected agencies, we hope to help them better serve their clients and communities. With better fundraising ability, a nonprofit has the potential to no longer require grant funding as frequently or at the funding levels they previously required, which will allow the Foundation to serve other programs with grant funding that would otherwise have been expended to the participant organizations.

445 characters left of 1,000

Geographic Area Served*

Please select the counties your project will impact. (Programs taking place outside of these counties are not eligible for funding due to being outside of our service area.)

- [x] Finney County
- [x] Grant County
- [x] Gray County
- [x] Greeley County
- [x] Hamilton County
- [x] Haskell County
- [x] Kearny County
- [x] Lane County
- [x] Meade County
- [x] Morton County
- [x] Scott County
- [x] Seward County
- [x] Stanton County
- [x] Stevens County
- [x] Wichita County

Project Goals & Anticipated Outcomes*

Please include a description of program objectives as well as timetable for this request.

Through this program, we hope to be able to address a need of area nonprofits that is not easily addressed through the work we do in providing grants. We have seen in prior participants, and expect to continue to see, increased fundraising capacity of participating nonprofits, an estimated 20-30% more than their prior fundraising, as well as a decrease over time in their need for awards from the competitive grant cycles. If awarded funding, the Foundation would sponsor one agency to participate in the Jumpstart program beginning in spring, at which point grant funds will be completely expended. Participating nonprofits will participate in the program for 12 months. Regular progress reports will be provided to the Foundation by the Bonterra team.

741 characters left of 1,500

Goal Measurement*

Please explain how project goals will be measured and evaluated.

Success of this program will be measured by the annual increase in fundraising income seen by the participating agencies, by the frequency of grant applications received from participating nonprofits, as well as the amount they are requesting in their applications. This program will be evaluated by the Foundation during the coaching process with quarterly reports from Bonterra about the sponsored agencies' progress.

1,080 characters left of 1,500

How does this program fit your Organization's Mission Statement?*

This program fits the mission of the WKCF because we are expanding on one avenue of leadership to our nonprofits. First, by encouraging their participation in the Jumpstart program, but also because the WKCF was the first, and currently the only, Community Foundation in Kansas to partner with Bonterra to administer the nonprofit needs assessment and was also the first Kansas community foundation to sponsor an agency's participation in Jumpstart based on the prior assessment.

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How does this program fit with WKCF's Mission Statement?*

"Enriching Western Kansas life through philanthropy, leadership and collaboration."

This program fits the mission of the Community Foundation because we seek to collaborate with other entities to foster this program, including Bonterra, the Finnup Foundation, and agencies that participate in the upcoming assessment who are potential candidates for sponsorship. Additionally, we seek to increase the potential for community philanthropy to the participating nonprofits as they acquire new skills and fundraising knowledge.

560 characters left of 1,000

How do you plan to acknowledge the WKCF grant, if awarded?*

A grant award for this program will be presented in spaces such as on our social media, through our email communications, and on our website. As well, that information will be provided to participating nonprofits and in the needs assessment narrative.

248 characters left of 500

If this grant request is NOT funded, explain the implications that will be felt by this program.

If this program was **NOT** funded by the WKCF, please describe your organization's ability to continue the program. If your organization would not be able to continue the program, please describe the repercussions that would have on your organization. Try to be as realistic as possible, explaining known and/or highly feasible outcomes.

If unfunded, this program will not be possible for the WKCF to facilitate in our current budget for 2024. This means that area nonprofits will not gain capacity for their own fundraising abilities and will continue to use grant resources that could be redistributed to additional nonprofits. Business would continue "as usual," but the Foundation's ability to be a leader in the community, and provide an avenue for nonprofit education, would be diminished. The WKCF would seek to host nonprofit workshops as we have in the past, but the impact of those workshops is often difficult to measure.

2,404 characters left of 3,000

Project Budget

List projected costs associated with the full project of which you are requesting funding.

There are a limited number of rows in the table below. If necessary, combine like-items together in a category and utilize the text box below the tables to define specifics of each budget category.

Budget Category (Ex.: supplies, marketing materials, equipment, etc.)	Amount
Jumpstart Sponsorship for 4 nonprofits	25,600.00
	25600

List only the categories from above for which you are requesting funding from the WKCF.

There are a limited number of rows in the table below. If necessary, combine like-items together in a category and utilize the text box below this table to define specifics of each budget category.

Budget Category (Ex.: supplies, marketing materials, equipment, etc.)	Amount
Jumpstart sponsorship for 1 nonprofit	5,000.00
	5000

Include a brief explanation of each budget category for which you are requesting funding.

Example: Exercise equipment: includes balance balls, hand weights, aerobics steps, and jump ropes.

We are requesting funding to sponsor one agency's participation in 1-year of the Jumpstart program.

4,901 characters left of 5,000

Have you asked/received funding from private donors or local funding agencies, aside from the WKCF?*

This includes contributions to this project or for your organization in general.

- (●) Yes
- ( ) No

Additional Funding

List sources and amounts of funding, both requested and/or received, for this grant program.

Include any amounts contributed by the applicant organization, as well as in-kind contributions. Individual donors or families may be combined as "private donors," all other organizations should be listed individually.

Contributing Entity	Amount Requested	Amount Received
Bonterra		5,600.00
Finnup Foundation	5,000.00	5,000.00
	5000	10600

List sources and amounts of funding, requested and/or received, for the organization as a whole.

Include any amounts contributed by the applicant organization, as well as in-kind contributions. Individual donors or families may be combined as "private donors," all other organizations should be listed individually.

Contributing Entity	Amount Requested	Amount Received
Private Donors		176,458.00
Patterson Foundation	70,000.00	70,000.00
ABC Corp	4,500.00	
123 Trust	1,200.00	0.00
	75700	246458

Document Uploads

Current Balance Sheet.*

Please upload your current balance sheet, or comparable financial report that shows the total revenues, total expenses/liabilities, and the net activity of the organization. ***The most current audited financials are preferred.

UPLOAD A FILE [5 MiB allowed]

example balance sheet.pdf [42.0 KiB] DELETE FILE

Letter of Recommendation*

Please upload a letter of recommendation. This letter should speak to the character/quality of the organization and should be written and signed by someone outside of the applying organization.

UPLOAD A FILE [5 MiB allowed]

Letter-of-Support-example.docx.pdf [63.9 KiB] DELETE FILE

Is your organization exempt from paying sales tax?*

- (●) Yes
- ( ) No

Additional Files

Please use the next few spaces to upload any additional items you would like included in your application (i.e.a brochure, photos, a flyer, etc.)

UPLOAD A FILE [2 MiB allowed]

Additional Files

UPLOAD A FILE [2 MiB allowed]

Additional Files

UPLOAD A FILE [2 MiB allowed]

WKCF Jumpstart Program Outline 2020.pdf [1.3 MiB] ✕ DELETE FILE

Additional Files

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Additional Files

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Sales Tax Exemption

Please upload proof of sales tax exemption.*

This document will be from the State of Kansas Department of Revenue, ***NOT*** from the IRS.

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pub1520.pdf [168.3 KiB] ✕ DELETE FILE

Example Balance Sheet

[Company Name]			
Balance Sheet			
[USD $ millions]			
	2014	**2015**	**2016**
Assets			
Current assets:			
Cash	167,971	181,210	183,715
Accounts Receivable	5,100	5,904	6,567
Prepaid expenses	4,806	5,513	5,170
Inventory	7,805	9,601	9,325
Total current assets	185,682	202,228	205,277
Property & Equipment	45,500	42,350	40,145
Goodwill	3,580	3,460	3,910
Total Assets	**234,762**	**248,038**	**249,332**
Liabilities			
Current liabilities:			
Accounts Payable	3,902	4,800	4,912
Accrued expenses	1,320	1,541	1,562
Unearned revenue	1,540	1,560	1,353
Total current liabilities	6,762	7,901	8,427
Long-term debt	50,000	50,000	30,000
Other long-term liabilities	5,526	5,872	5,565
Total Liabilities	**62,288**	**63,773**	**43,992**
Shareholder's Equity			
Equity Capital	170,000	170,000	170,000
Retained Earnings	2,474	14,265	35,340
Shareholder's Equity	**172,474**	**184,265**	**205,340**
Total Liabilities & Shareholder's Equity	**234,762**	**248,038**	**249,332**

Example Recommendation Letter

January 12, 2024

Dear Grant Committee,

I am writing to express my enthusiastic support for WKCF and their proposed Jumpstart program. As someone who has experienced the benefit of Jumpstart, I can personally attest to the need for this resource for area nonprofits.

The team at Bonterra understands the fundraising challenges that nonprofits like mine face every day. They have been a trusted resource and source of support for me, and I am grateful to WKCF to have been selected to participate in Jumpstart last year.

The Jumpstart program has the potential to make a real difference for area nonprofits. By providing one-on-one coaching and personalized fundraising tactics, this project will provide critical support to those in our community who are most in need.

I believe that WKCF is uniquely positioned to execute this project with excellence. Their expertise, compassion, and dedication to area nonprofits is unparalleled.

I am proud to support the WKCF and their efforts to make our community a better place. I hope that you will join me in supporting this important project.

Thank you for your consideration.

Sincerely,

Yosemite Sam

Yosemite Sam

Kansas Department of Revenue
Sales and Use Tax Entity Exemption Certificate

The Kansas Department of Revenue certifies this entity is exempt from paying Kansas sales and/or compensating use tax as stated below.

Kansas Exemption Number: <Cert_Number> **Expiration Date: <Expire_Dt>**

The tax-exempt entity understands and agrees that if the tangible personal property and/or service are used other than as stated, or for any purpose that is not exempt from the tax, the tax exempt entity is liable for the state and local sales or use tax. The unlawful or unauthorized use of this certificate is expressly prohibited, punishable by fine and/or imprisonment. The certificate is issued for the sole use of the exempt entity as named.

<Pet_Auth_Name>
<Address1>
<Address2>
<City_St_Zip>

SAMPLE

EXEMPT ENTITY INFORMATION:

Authorization and scope:

- K.S.A 79-3606(c) & (d) - Public or Private Elementary or Secondary Schools or Nonprofit Educational Institutions.
- Exemption applies to all direct purchase, rental or lease of tangible personal property and services, except purchases of goods for human habitation and indirect purchases by a contractor for a real property project.

Limitations:

- Only direct purchases are exempt through the use of this certificate.
- This entity qualifies for exemption on indirect purchases by a contractor through the issuance of a Project Exemption Certificate (PEC). PECs should be obtained from the department prior to the start of the project. Apply on-line at KDOR's website: www.ksrevenue.gov
- This exemption does not apply to the purchase of any construction machinery, equipment or tools used in the constructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for the exempt entity.
- Subject to sales tax are purchases of capital goods used for human habitation (i.e. residential housing and dormitories) to include materials for construction, remodeling or repair and furnishings such as beds, curtains, desks and furniture. Labor services on dormitories are exempt as residential construction.

_____ *Exempt Entity Authorized Signature (Officer, Office Manager or Administrator)*

_____ *Federal ID Number*

_____ *Printed Name*

_____ *Date*

RETAILER INFORMATION:

- To qualify for exemption, the certificate must have an expiration date in the future and be signed by an authorized individual.
- Payment must be made by the entity on their checking account or on a credit/debit card issued to the entity. Acceptance of cash, personal checks, or personal credit/debit cards is not allowed for a tax exempt purchase.
- The entity must have a Kansas exemption certificate. Exemption certificates issued by other states are not valid in Kansas.
- Retailers are required to maintain a copy of the purchaser's certificate in their records for at least 3 years from the date of purchase. Retailers must maintain a current certificate on file.
- Selling tax exempt goods or services that are not exempt by statute may result in the assessment of tax.
- A completed certificate may be used as a blanket exemption for future purchases when of the same type and for the same exempt purpose.

_____ *Seller's name and address*

_____ *Description of goods and/or services purchased*

For additional information on Kansas sales and use taxes see Publication KS-1510, *Kansas Sales Tax and Compensating Use Tax* and Publication KS-1520, *Kansas Exemption Certificates*, located at: www.ksrevenue.gov Questions would be directed to Taxpayer Assistance at 785-368-8222.

PR-78ED
(07/09)